

2 ROUTING AND TRANSMITTAL SLIP

Date

24 APR 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Executive Officer to the DDA 7D24 Headquarters		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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DDA Registry
81-0889

24 APR 1981

MEMORANDUM FOR: Executive Officer to the DD/A

ATTENTION: Chief, Regulations Control Division

FROM: James H. McDonald
Director of Logistics

SUBJECT: Proposed Headquarters Notice: Procurement of
Supplies, Equipment, and Services Chargeable
to Fiscal Year 1981 Funds

DDA REGISTRY

FILED O & M - 1

1. Action Requested: It is requested that the attached draft concerning deadline dates for requisitions to the Office of Logistics (OL) be published as a Headquarters Notice.

2. Background: This notice is required to establish realistic deadlines for the submission of procurement requests chargeable to FY 1981 funds. It is also used by requesting offices for planning the disposition of fourth quarter obligations. It has the further benefit of assuring orderly and timely completion of procurement actions prior to 30 September 1981. Any queries pertaining to this draft notice should be directed to Mr. [redacted] Chief, Procurement Division, OL, on extension [redacted]

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/s/ James H. McDonald
James H. McDonald

Att

cc: EO/DDA

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PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES

CHARGEABLE TO FISCAL YEAR 1981 FUNDS

1. To ensure orderly and timely completion of procurement actions for supplies, equipment, and services chargeable to funds allocated for fiscal year 1981, requisitions must be submitted to the Office of Logistics on or before the dates shown below:

<u>Types of Requisitions</u>	<u>Deadline Dates</u>
a. Contract actions for production of items under any type of sophisticated specifications (Agency and other Government agencies):	30 June 1981
b. Department of Defense and GSA supplies and equipment:	
Nonstock items	14 August 1981
Stock items	1 September 1981
c. National Security Agency supplies and equipment:	
SIGINT Category	31 July 1981
COMSEC Category	31 July 1981
Each action subject to acceptance by NSA.	

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LOGISTICS

Types of Requisitions

Deadline Dates

d. Vehicle procurement, Sterility
Code 1, through GSA: 1981 models
from local dealers for delivery
within 2 to 4 weeks after receipt
of requisition in the Office of
Logistics and 1982 models from
manufacturer for delivery early
in calendar year 1982:

31 July 1981

e. Declaration of Intent to renew
annual service contracts to
become effective 1 October 1981:

30 June 1981

f. Supplies and equipment processed
through the Small Purchases Branch,

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Supply Division,
Office of Logistics:

14 September 1981

g. Supplies and equipment processed
through the Procurement Division
small purchases program:

17 August 1981

h. Supplies, equipment, or services
not falling into the above cate-
gories, for Procurement Division

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or

1 July 1981

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LOGISTICS

2. All fiscal year 1981 requisitions submitted to the Office of Logistics after the deadline dates shown above must be confirmed by a designated senior official at the directorate level. Requisitions and justifications should be submitted through normal channels. The Director of Logistics will determine whether requisitions submitted after the deadline dates can be successfully accomplished within the available time limits. Any requisition not approved will be cancelled by the Office of Logistics and returned to the requisitioner. If the materiel or service is still required, the requisitioning office must resubmit the requirement after 30 September citing fiscal year 1982 funds.

3. The submission deadline dates established above also apply to requisitions to be filled by of the Office of Logistics.

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Max Hugel
Deputy Director
for
Administration

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